

The regular meeting of the Council of the Town of Altavista was held in the Council Chambers of the Municipal Building, 510 Seventh Street on May 11, 2010 at 7:00 p.m.

- 1. Mayor Burgess called the meeting to order and presided.
- 2. Rev. Karen Joy Kelly, St. Peter’s Episcopal Church, gave the invocation.

Council members
present: Mr. J.R. Burgess
Mr. Ronald Coleman
Mrs. Beverley Dalton
Mr. Jay Higginbotham
Mr. Michael Mattox
Mrs. Rayetta Webb

Mrs. Beverley Dalton arrived at 7:10 p.m.

Council members
absent: Mr. Bill Ferguson

Also present: Mr. J. Waverly Coggsdale, III, Town Manager
Mr. W. Morgan Allen, Jr., Treasurer
Mr. Dan Witt, Assistant to Town Manager
Chief Clay Hamilton, Police Department
Captain Kenneth Walsh, Police Department
Mr. John Tomlin, Public Works Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

- 3. Mayor Burgess asked if there were any questions regarding the agenda.

A motion was made by Mr. Mattox, seconded by Mrs. Webb, to approve the agenda.

Motion carried:
VOTE: Mr. J.R. Burgess Yes
Mr. Ronald Coleman Yes
Mrs. Beverley Dalton Yes
Mr. Jay Higginbotham Yes
Mr. Mike Mattox Yes
Mrs. Rayetta Webb Yes

- 4. Mayor Burgess asked if there were any questions regarding the minutes of the April 13, 2010 regular meeting.

A motion was made by Mr. Mattox, seconded by Mr. Coleman, that the minutes of the April 13, 2010 regular meeting be approved as presented.

Motion carried:
VOTE: Mr. J.R. Burgess Yes
Mr. Ronald Coleman Yes
Mrs. Beverley Dalton Yes
Mr. Jay Higginbotham Yes
Mr. Mike Mattox Yes
Mrs. Rayetta Webb Yes

- 5. Mayor Burgess presented the invoices for the month of April and asked if there were any questions regarding the invoices.

6. Financial Statements

7. Public Comments

Mayor Burgess asked if anyone would like to speak that was not on the agenda.

Mrs. Carol Day, 1403 Bedford Avenue, came forward with several questions for Council. She requested the bridge walkway be fixed. The speed limit on Bedford Avenue be changed to 25 mph. The library be listed on the website. She also requested repair to the alley behind 1400-1408 Bedford Avenue and the hill at the Altavista High School be cleaned up. Mrs. Day asked why the YMCA charges for parking during First Saturday each month when \$100,000 is given to them by the Town annually. Mrs. Day also mentioned the new walk lights installed on Seventh Street and stated they are holding traffic for extended periods of time.

Mrs. Jo Kelley, Altavista On Track, addressed Council advising the Commemorative Bricks Program in Founder's Square is moving forward and asked Council to consider purchasing some of the historical bricks in commemoration of the mayors for example.

Mayor Burgess forwarded this consideration to the Finance Committee.

8. Special Items or Recognitions

Mr. Coggsdale congratulated Ms. Jo Ann Scruggs and Mr. Morgan Allen, Administration, on 10 years of service and Mr. Eddie Callahan, Water Department, 20 years of service to the Town.

Mayor Burgess mentioned on behalf of Council, he thanked each for their loyalty and service to the Town.

Chief Clay Hamilton thanked Mrs. Day and her group, Sew Sisters Quilting Bee, for the stuffed bears which will be given to children in adverse conditions.

Chief Clay Hamilton presented Council with a power point presentation on the process and benefits of the accreditation program for the Altavista Police Department. He also reviewed with Council the proposed administrative position duties.

9. Public Hearings

FY2011 Budget and FY2011-2015 Capital Improvement Program

Mayor Burgess asked if the public hearing for the FY2011 Budget and FY2011-2015 Capital Improvement Program had been properly advertised. Mr. Coggsdale answered affirmatively.

Mr. Coggsdale gave Council a brief synopsis of the FY2011 Budget and FY2011-2015 Capital Improvement Program and stated there were no tax or water and sewer increases.

Mayor Burgess opened the public hearing at 7:23 p.m. and asked if anyone would like to comment on the proposed FY2011 Budget and FY2011-2015 Capital Improvement Program.

Mr. Rob Finch, Citizens for Altavista Baseball, came forward and addressed Council in regards to a request for \$15,000 as a match for continued improvements to the War Memorial field. Mr. Finch stated they would like to install security fencing, add foul poles, a warning track and backstop wall padding, among other improvements. He also mentioned they would also like to

install an irrigation system in the small field. Mr. Finch stated a total of \$41,307.00 is the cost of the work and asked Council to enter into an agreement for a matching program of \$15,000.

Mayor Burgess forwarded this request to the Finance Committee.

Mrs. Day, 1403 Bedford Avenue, came forward to address Council. Mrs. Day questioned why no money has been set aside to repair the leaking roof at the library and asked Council to look at getting this corrected. She also questioned the amount in the budget for the Police Department. She stated she appreciated the Chief's thoughts and professionalism but felt a million dollar budget for a town this size was a bit much. She questioned the Subsistence and Lodging, Conventions and Education, Uniforms and Wearing Apparel, Ammunition and Batteries. Mrs. Day asked Council to review the amounts of money that has been proposed before adopting the budget.

Mrs. Day also referred to the CIP stating a new car is still being purchased.

Mr. Bill Smith, Altavista On Track, approached Council and stated on behalf of Altavista on Track, they support the proposed budget.

Mayor Burgess asked if anyone else would like to comment on the budget.

The public hearing was closed at 7:31 p.m.

A work session was scheduled for May 13, 2010 at 4:30 p.m. to discuss issues raised at the public hearing in regards to the proposed budget.

A motion was made by Mrs. Webb, seconded by Mrs. Dalton, to schedule a work session for May 13, 2010 to discuss issues raised at the public hearing in regards to the FY2011 Budget and FY2011-2015 Capital Improvement Program.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

10. Committees

a. Finance Committee

Mr. Coleman advised the Treasurer has presented to the Finance Committee a listing of delinquent utility accounts and is requesting these been written off in the amount of \$1,845.71. Mr. Coleman requested the Treasurer to comment on the proposed write-offs. Mr. Allen discussed the list of delinquent accounts and respectfully requested Council approve since most of these date back to 2004 and 2005.

A motion was made by Mr. Coleman, seconded by Mr. Mattox, to write off delinquent utility accounts in the amount of \$1,845.71

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

ACCOUNTS OVER FIVE/SIX YEARS OLD

<u>Name</u>	<u>Account Closed</u>	<u>Amount Past Due</u>
David Williams	April 4, 2005	\$ 26.57
Carmin Sarno	July 2, 2004	76.23
Tatilia Graves	February 15, 2005	345.23
Nakita Stone	October 27, 2004	467.33
Mark Bolden	March 23, 2005	34.40
Simpson Enterprises	April 21, 2004	12.05
Joe A. Waller	March 28, 2005	148.06
Alice Higginbotham	August 3, 2004	68.75
John McDilda	March 8, 2004	337.54
Richard Thornhill	May 20, 2004	60.96
Margaret P. Graves	January 3, 2005	85.48
Sabrina Kathan	November 16, 2004	20.65
Earl Graves	July 9, 2004	37.56
Tashauna Thompson	June 30, 2004	50.95
Sub-total		\$1,771.76

DECEASED INDIVIDUALS/BUSINESS

Roanld Bond	January 3, 2008	\$ 13.25
Virginia TV & Appliance	January 3, 2008	13.25
Sub-total		26.50

BANKRUPTCY

David Delappe	October 29, 2008	\$ 47.45
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GRAND TOTAL		\$1,845.71
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Mr. Coleman advised of the recommendation from the Police Committee to adopt the proposed organization chart of the Altavista Police. Actions for this would include adding Major as an official job title at a Grade Level 20 and allocating a Major position with the submitted job description; upgrade the Lieutenant position to a Grade Level 18 and allocate two Lieutenant positions with a revised job description; add Administrative Officer as an official job title at a Grade Level 16 and allocate an Administrative position with the submitted job description; accept the revised job description for the position of Sergeant; and reduce the allocation of Patrol Officers to five. Mr. Coleman noted adding the Administrative Officer as an official job title at a Grade Level 16 and allocate an Administrative position with the submitted job description is contingent upon approval of the budgeted position in the FY2011 budget once adopted.

Mr. Higginbotham questioned if this would increase the pay range.

Mr. Coleman advised this was a change in positions but not an increase in wages.

Mr. Mattox mentioned the reason for the reorganization of the Police Department is to allow for a supervisor to be on each shift.

Mr. Higginbotham stated he did not have a problem with the reorganization of the Police Department but felt with the economic times could not support the new administrative position.

A motion was made by Mr. Coleman, seconded by Mrs. Dalton, that the Altavista Police Department be reorganized through the "Requested Actions". 1) Add

Major as an official job title at a Grade Level 20 and allocate a Major position with the submitted job description; 2) Upgrade the Lieutenant position to a Grade Level 18 and allocate two Lieutenant positions with the revised job description; 3) Add Administrative Officer as an official job title at a Grade Level 16 and allocate an Administrative position with the submitted job description; 4) Accept the revised job description for the position of Sergeant; and 5) Reduce the allocation of Patrol Officers to five.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Jay Higginbotham	No
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

b. Public Works Committee

Bedford Avenue Bank Project Update

Mrs. Webb advised Council previously approved up to \$2,500 in expenses toward the improving of the bank on the west side of the train trestle on Bedford Avenue. These funds have been spent and the project is only partially complete, due to unforeseen issues. The Public Works Committee would like for this project to continue to move forward and recommended that Public Work crews be allowed to finish the project. It is very difficult to nail down a cost but it could take at least 2 to 3 times the labor that has been utilized to date. Another alternative would be to bid it out.

Mr. Tomlin advised he had contacted one contractor who stated it would cost approximately \$3,500 to finish clearing the bank.

Mr. Higginbotham questioned the reasoning for the cost.

Mr. Tomlin advised the steepness of the bank made it difficult for the employees to clear the bank.

Mr. Higginbotham suggested calling VEPCO to seek removal of the leaning trees.

A motion was made by Mrs. Webb, seconded by Mr. Coleman, to appropriate \$3,500 towards the clearing of the Bedford Avenue bank near the train trestle.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Jay Higginbotham	No
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Private Extension Off Eudora Lane

Mrs. Webb advised staff has been working with property owners and the county in regard to structures that are located off of Eudora Lane that utilize the same numerical address and are set back off of the road some distance. Staff recommends the access way to the structures be named, as a private drive. Mrs. Webb mentioned the Public Works Committee has no recommendation as to the name and would request staff be allowed to name this private drive for emergency response purposes.

Equipment List

Mrs. Webb advised a listing of Public Works equipment has been compiled by staff. The list indicates the equipment, year of purchase, purchase price, an estimated life, as well as yearly usage in hours. It also compares the Town's hourly cost to the VDOT hourly rates, as well as lists a private rental rate, if available. The Public Works Committee submits this listing to the full Council for their information.

11. Unfinished Business

a. Dominion Power-River Road Project

Mr. Coggsdale advised staff is following up with a power outage report for the Holly Hills subdivision as previously directed by Council. This information is related to the on-going discussion of Dominion Power's request to install a new line along Bedford Avenue (overhead) and along River Road (underground) to serve the Holly Hills subdivision. This issue originally derived from the request to have streetlights installed along Bedford Avenue in the area where the street was widened and new sidewalks were installed. Dominion proposed the new line to address the concern of citizens in the subdivision due to the frequency of power outages. Mr. Coggsdale mentioned the last discussion held by Town Council was on November 2009 on the subject centered on Dominion's request that the Town execute a new agreement for this project that would require the Town to reimburse Dominion Power if the new line had to be relocated. At that time, staff was asked to request outage data from Dominion Power. Dominion Power has indicated that the proposed permit agreement request is due to the significant investment at a cost estimated up to \$50,000. Mr. Coggsdale stated it is his understanding Dominion Power needs to move forward with this project or reallocate the funding.

Mayor Burgess stated it should be made clear this is a separate contract when the time comes for negotiations with Dominion Power.

Mr. Mattox felt Council should move forward with this project as it would not effect the franchise agreement.

Mr. Eller noted Dominion Power is not asking the Town to amend the franchise agreement but on this particular project, if the line needs to be relocated the Town will pay for this to be done.

A motion was made by Mr. Mattox, seconded by Mrs. Dalton, to authorize the Town Manager to execute the permit agreement for the Dominion Power River Road Project.

Motion carried:

VOTE:

Mr. J.R. Burgess	Yes
Mr. Ronald Coleman	Yes
Mrs. Beverley Dalton	Yes
Mr. Jay Higginbotham	Yes
Mr. Mike Mattox	Yes
Mrs. Rayetta Webb	Yes

b. VDOT Six Year Plan Update

Mr. Coggsdale reported staff met with VDOT to discuss the feasibility of the number one project listed for the Town in the current "Six Year Plan". This project consists of improvements to Pittsylvania Avenue from Main Street to under the railroad overpass. VDOT staff has indicated that the magnitude of the project will prohibit it from being done, especially with the decreased funding

that comes to localities for such projects. Currently, the Town has between \$600,000 and \$700,000 allocated by VDOT for such highway projects. The current priority project is estimated to cost \$6.2 million. Mr. Coggsdale stated VDOT would like the Town to consider reducing the scope of the project and to see what can be accomplished based on the allocated monies. Additional information is being forwarded to Town staff to assist in these discussions.

It was the consensus of Council to look at scoping down the Pittsylvania Avenue project.

c. WWTP Bioremediation Update

Mr. Coggsdale presented Council with copy of an email received from VDEQ's Mr. Meade Anderson providing comments on the proposed letter and with the draft letter forwarded to Virginia Department of Environmental Quality for their review related to the Town's continued participation in the Voluntary Remediation Program. Mr. Coggsdale noted VDEQ appears to be acceptable to the timeline and process outlined in the letter.

d. Streetscape Furniture/Furnishings

Mr. Coggsdale advised staff would like to discuss furnishing elements that are being proposed for the Streetscape Project with one of the main issues being the use of decorative trash receptacles in the area being impacted by the Streetscape Project. Mr. Coggsdale mentioned the primary issue related to trash receptacles is the decorative styles are not designed to be serviced by automated trash trucks.

Mr. Higginbotham stated having containers that could not be serviced by the automated trash truck defeats the purpose of having an automated system.

Mayor Burgess felt if the container could not be serviced by the trash truck, we did not need it.

Mr. Mattox felt with all the money being spent on the Streetscape Project, the Town did not need tacky trash receptacles in the downtown district. Mr. Mattox asked Mr. Tomlin if there would be a problem for these containers to be manhandled once a week.

Mr. Tomlin replied it would defeat the purpose of using the automated trash truck.

Mr. Higginbotham stated using decorative containers will involve purchasing additional liners, paying for the labor and taking a chance on a worker's compensation claim.

Mrs. Dalton suggested using truck friendly containers and if this is an eyesore, Council can look at using something different.

Mrs. Dalton asked that the container portion be tabled until further research is done and move forward with the other furnishings.

Mr. Tim Wagner, Wiley & Wilson, asked Council to keep in mind this is the first project with others projects coming. If there is feedback that the standard containers don't blend in, they can be added in other Streetscape Projects.

Mr. Coggsdale asked if Council wanted to remove any of the three existing trees on Broad Street. The tree at the lower end of Broad is designated to be removed.

Mayor Burgess felt all the trees needed to be removed as they have been an absolute public nuisance.

Mr. Coggsdale mentioned Mr. Randy Cassidy, a property owner on Broad Street, has expressed an interest in a tree in front of his store being removed.

Mrs. Dalton questioned the recommendation of the Streetscape Design Committee.

Mr. Coggsdale advised their recommendation is to remove the tree on the lower end of Broad Street and leave the other two trees.

A motion was made by Mrs. Dalton, seconded by Mr. Mattox, to remove the tree on the lower end of Broad Street, leaving the other two trees as slated by the Streetscape Design Committee.

Motion carried:

VOTE:	Mr. J.R. Burgess	No
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

e. Nuisance Complaint Updates

Mr. Witt advised staff notified the property owner of 701 15th Street of its intent to declare said property as a Public Nuisance by letter dated March 30, 2010. Mr. Witt spoke to Mr. Williams on April 15th about the condition of the property and Mr. Williams indicated that he would provide a date/time to get with staff to discuss this property; that meeting has not taken place. Mr. Witt advised another letter dated May 7, 2010, was sent to the property owner requesting an appearance before Town Council to present a plan of abatement of the nuisance. Mr. Witt advised on this date he was contacted by Mr. Williams’ daughter, who requested he meet with them on May 12, 2010. Mr. Witt requested Council declare the property of 701 15th Street a public nuisance and allow him to work with the property owners to remedy the situation.

Mr. Mattox questioned if it was mandatory to declare the property a public nuisance.

Mr. Witt stated this would give him more leverage and this was the policy and protocol that follows.

Mr. Mattox requested Council wait a month before declaring the property a nuisance and give Mr. Witt time to work with Mr. Williams.

Mr. Coleman felt Council needed to be consistent with the policy.

A motion was made by Mrs. Dalton, seconded by Mrs. Webb, to declare the property at 701 15th a public nuisance.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	No
	Mrs. Rayetta Webb	Yes

Mr. Witt updated Council on action that was taken at the April 13th, 2010 Council meeting in which two structures were declared derelict structures,

1120 7th Street and 1100 15th Street. Ms. Kimble Irving, property owner of 1100 15th, plans to have the structure removed by mid-July.

12. New Business

a. Street Closing Request- Elim Assembly of God

Mr. Coggsdale advised of a request from Elim Assembly of God to close Hughes Street between 4th and 5th Streets between 8:00 a.m. and 5:00 p.m. on June 12th to accommodate their annual fun day.

A motion was made by Mr. Mattox, seconded by Mrs. Dalton, to grant permission to Elim Assembly of God to close Hughes Street between 4th and 5th Streets on June 12th between the hours of 8 a.m. and 5 p.m.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

13. Town Manager’s Report

a. Project Updates

VDOT Enhancement Project and Downtown Utility Replacement Project

- Progress Meeting conducted on April 27, 2010.
- Sanitary Sewer, Water and Storm Sewer are essentially complete from English Alley to the top of Broad Street (library)
- Testing of lines is ongoing.
- English Alley has been paved.
- Streetscape work is scheduled to begin in June.

Community Development Block Grant

- Façade Improvements (Ongoing)
- Streetscape (Gateway Park)
 - Pre bid meeting held on May 7th.
- Upper Story Housing
 - One application at this time.
 - Others are being discussed.
- Marketing
 - Altavista On Track’s web site has been completed.
 - Way finding signage project is moving forward.

Water Plant Filter Media Replacement Project

- Filter #3 has been completed. (1st of 5 to be rehabbed)
- Filter #4 will begin on Monday, May 10th.
- Each filter is estimated to take approximately 22 – 25 days. This includes 5 – 7 days for painting and curing of the paint.
- Substantial completion within 180 calendar days and will be completed and ready for final payment within 210 calendar days. Substantial completion date is August 27, 2010.

Moseley Heights Park Improvements

- Quotes are being requested for the blocks and the fencing.
- Installation will be as able to fit into Public Work’s schedule.

b. Reports

- i. Departmental
- ii. Other

c. Other Items as Necessary

Mr. Coggsdale advised there are some solid waste issues that need to be discussed and asked if the same committee members should be used. This committee consists of Mr. Mattox, Mr. Coleman, and Mr. Higginbotham.

Council agreed to use the same committee members as previous.

Mr. Eller advised the Town now has ownership of the Altavista Armory.

Mr. Coggsdale advised the Town has also obtained the property at the lower end of Broad Street from Norfolk Southern Railway.

d. Informational Items

14. Matters from Town Council Members

Mr. Mattox advised of a potential safety issue at the War Memorial Park ball field concerning the need for handrails for the bleachers. Mr. Mattox suggested obtaining some RFPs.

Mr. Tomlin stated he has received quotes ranging from \$18,000 to \$40,000.

Mrs. Webb asked Council to note the Police Department raised \$1,200 and purchased two bicycles for patrol purposes.

Mayor Burgess reminded Council of the Work Session scheduled for May 13th at 4:30 p.m.

15. Closed Session

Mayor Burgess asked if there was anything else to bring before Council.

The meeting was adjourned at 8:49 p.m.

J. R. Burgess, Mayor

W. Morgan Allen, Jr., Clerk